



DEPARTMENT OF CONSERVATION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in placed in public servants.

DEPARTMENT:	DEPARTMENT OF CONSERVATION	RELEASE DATE:	June 8, 2009
POSITION TITLE:	State Oil & Gas Supervisor	FINAL FILING DATE:	Continuous Filing
CEA LEVEL:	CEA 5	EXTENDED FINAL FILE DATE:	
SALARY RANGE:	\$9,544.00 - \$10,520.00	BULLETIN ID:	

POSITION DESCRIPTION

ONE VACANCY LOCATED AT HEADQUARTERS IN SACRAMENTO

The State Oil and Gas Supervisor is a member of the Department of Conservation Director's Executive Staff and is responsible for directing the operation of the State of California Division of Oil, Gas, and Geothermal Resources. This position also serves as the alternate of the Director on the Interstate Oil and Gas Compact Commission. The State Oil and Gas Supervisor develops and implements petroleum, gas and geothermal regulatory programs and policies for the Director and pursues statutory and regulatory changes as needed. The position provides supervision for statewide regulation of a highly technical well evaluation and field operations program designed to prevent damage to oil, gas, and geothermal energy deposits and serves to prevent contamination of water resources and the environment. Enforcement of statutes and regulations encourages sound engineering practices and prudent development of the State's hydrocarbon and geothermal resources. The Division's key customers are oil, natural gas, and geothermal operators; consultants and drilling engineers; state and federal agencies; local and regional governmental agencies; cities and counties; and public interest and environmental groups, with the State Oil and Gas Supervisor serving as the expert spokesperson for the Department on oil, gas and geothermal issues. Under the administrative direction of the Department of Conservation Director, the position has

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substantial authority for the technical and policy decisions affecting its program. The position also has delegated authority related to memoranda of understanding, contracts, grants, and other administrative actions, and makes final determinations on civil penalties imposed on oil and gas operations for violations of statutes and regulations.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

EITHER I

Must be a civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

OR II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

OR III

Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

OR IV

Must be a person retired from the United States military, honorably discharged from military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

KNOWLEDGE AND ABILITIES:

All applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- 1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration; organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; methods to effectively promote equal opportunity in employment.
- 2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; gain the confidence and support of top level administrators and advise them on a wide range of administrative and adverse matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; the ability to maintain a work environment that is free of discrimination and harassment.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

1. Demonstrated knowledge of the Department's mission, organization, goals, functions and policies as well as how they interact with those of service and governmental programs.
2. Knowledge of the federal and state regulations that apply to and impact the Department and the Department's mission, goals, programs, and policies pertaining specifically to the Division of Oil, Gas and Geothermal Resources.
3. Knowledge of the Public Resources Code laws and California Code of Regulations relating to Oil, Gas and Geothermal Resources.
4. Knowledge of the principles and practices of organization, fiscal and human resource management, the legislative process, and the Department's equal employment opportunity program.
5. Demonstrated capacity to make high level decisions on a variety of challenges in a fast-paced and changing environment.

SPECIAL PERSONAL CHARACTERISTICS

- Excellent oral and written communication
- Dependability, flexibility and integrity
- Willingness to work long hours over extended periods of time.
- A personal commitment to the mission and goals of the Department of Conservation and the Natural Resources Agency.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The results of this examination will be used only to fill the position of **State Oil & Gas Supervisor, Division of Oil, Gas, and Geothermal Resources** with the **DEPARTMENT OF CONSERVATION**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

This examination will consist of an application and Statement of Qualifications screening committee. All interested applicants must file a Standard State Application (STD 678), a resume, and a Statement of Qualifications. All applications/resumes must include “to” and “from” dates (month/day/year). The screening committee will compare each applicant’s qualifications for the position against specific job related evaluation criteria developed from the minimum qualifications, desirable qualifications, and special personal characteristics.

STATEMENT OF QUALIFICATIONS

In addition to the Standard State Application (STD 678), all interested applicants are required to submit a Statement of Qualifications with specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications, desirable qualifications, and special personal characteristics. The Statement of Qualifications must discuss the following critical factors:

1. Describe your leadership ability, including techniques of organizing and motivating groups and/or employees, and your ability to deal effectively with a variety of individuals, organizations, external stakeholders, and local governments.
2. Describe your management style, including your ability to articulate management needs and outcomes to staff.
3. Describe your ability to manage senior level personnel and hold them accountable to set objectives and standards.
4. Describe your knowledge of, and experience working with department legislative and budgetary processes, department budgets, and other support personnel that are necessary for effective program implementation.
5. Describe any knowledge or experience that would be comparable to the field of oil, gas, geothermal drilling, or production operations.

FILING INSTRUCTIONS

Application packages postmarked, personally delivered, or received via interoffice mail after 5:00 pm on the final filing date, will not be accepted. Application packages must include two copies of the items listed below

All interested applicants must submit:

- A standard State application (Std. 678) with civil service titles and dates of experience. Applications may be obtained from the State Personnel Board's website at <http://www.spb.ca.gov>.
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and/or desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and discuss the six critical factors listed above. The statement should be no more than two (2) pages in length. Applications received without the "Statement of Qualifications" will be rejected.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

Department of Conservation, Examination Unit, Theresa Xavier
801 K Street, 22nd floor, MS 22-13, Sacramento, CA 95814

ADDITIONAL INFORMATION

Application packages may also be hand-delivered to the address indicated above.

Questions regarding the examination process should be directed to Theresa Xavier at Theresa.Xavier@conservation.ca.gov or at (916) 322-6412.

SPECIAL TESTING

If you have a disability and need special testing arrangements mark the appropriate box in Part 2 of the "Examination Applications." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF CONSERVATION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class.

Class specs: <http://www.dpa.ca.gov/texdocs/specs/s7/s7500.txt>